



Volunteer Tennessee



TO: AmeriCorps Program Directors
DATE: August 1, 2018
FROM: Zanquetta Gray, Deputy Director of Programs
RE: Reporting Requirements for 2018-2019 Program Year

Below are the reporting deadlines for the 2018-2019 program year. Please review these dates carefully.

All Financial Status Reports (FSR) and Progress Reports must be submitted via email to the AmeriCorps Program Manager (Daniel.Sparkman@tn.gov) and Deputy Director (Zanquetta.Gray@tn.gov). If at any time you find that you cannot submit a report by the deadline, you may submit a written request for an extension. Extension requests must be received **BEFORE** the due date.

The following charts outline FSR and progress reporting requirements. If you have any questions about expectations for 2018-2019 reporting, please contact your program officer.

Financial Status Reports: Due via email by 3:00 p.m. Central Time.

Due Date	Period Covered
October 10, 2018	August 1, 2018 – September 30, 2018
January 16, 2019	October 1, 2018 – December 31, 2018
April 9, 2019	January 1, 2019 – March 31, 2019
July 16, 2019	April 1, 2019 – June 30, 2019
October 8, 2019*	July 1, 2019 – September 30, 2019
January 31, 2020	October 1, 2019 – December 31, 2019

**Current programs with August/September start dates should submit two FSRs for July 1 – September 30, 2018: one for the 2018-2019 program year and one for the 2019-2020 program year.*

Progress Reports: Due via e-mail by 3:00 p.m. Central Time.

Due Date	Period Covered
April 8, 2019	August 1, 2018 – March 31, 2019
October 7, 2019	April 1, 2019 – September 30, 2019
January 31, 2020	October 1, 2019 – December 31, 2019**

***All programs must submit a Final Progress Report within 30 days of their program's end date if the September 30, 2019 progress report is not marked "final."*